

## Functional Resume Sample

**Mary Doe**  
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### Accomplishments

- Designed and secured funding for 3-year vocational education program for a rehabilitation camp for 250 orphans (Ethiopia).
- Monitored an \$8 million, 5-year primary health care project, conducted process evaluation of project, and coordinated subsequent revision of implementation plan (Philippines).
- Formal language training in French, Amharic, Tagalog, and Bicol, and cross-cultural training

### International and Domestic Experience

#### *Program Design and Development*

- Established county-wide nutrition education program for over 700 children from low-income communities.
- Created and implemented first multi-county public relations plan for 4-H (Washington metropolitan area).
- Founded and developed parent volunteer program for elementary school with student body representing 18 nations (Tunisia).

#### *Program Management*

- Managed operation, development, and evaluation of major county-wide youth program with enrollment of over 3,500 members and 300 volunteer leaders.

#### *Personnel Administration*

- Managed and supervised work of 12 program assistants; responsible for implementing youth programs in low-income communities.
- Successfully analyzed and justified upgrading 2 senior-level positions to supergrade level (of which only 20 existed worldwide) in major international organization (Tunisia).

### Work History

- Coordinator, Volunteer Programs, Dogwood Elementary School, Reston, Virginia
- Consultant, U.S. Agency for International Development, Tunisia
- Vice President, Board of Governors, American Cooperative School of Tunis
- Implementation Consultant, USAID/Philippines
- Teacher, U.S. Peace Corps, Ethiopia

### Education

M.S., Adult Continuing and Extension Education, University of Maryland  
B.S., Extension Home Economics, University of Maryland